

**GOVERNMENT OF ANDHRA PRADESH  
ABSTRACT**

FINANCE DEPARTMENT – Sanction of Special Advance to Contract, Contingent, Part-time Contingent, NMR and Daily Wage Personnel who participated in strike – Orders – Issued.

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**FINANCE (SMPC-II) DEPARTMENT**

**G.O.Ms.No.351**

**Dated: 28.12 .2013.**

**Read the following:-**

1. Representation from the Chairman, JAC of Employees, Teachers, Workers and Pensioners, AP letter dated: 31.10.2013.
2. From GA(SW.II) Dept., C.No.33988/SW.II/A1/2013.

**oOo**

**ORDER:**

In the representation first read above, the Chairman, JAC of Employees, Teachers, Workers and Pensioners, A.P. has requested to extend the facility of two months Special Advance to Contract, Outsourcing, Contingent, Part-time Contingent, NMR and Daily wage employees who participated in strike from 13-8-2013 or later until the end of strike.

2. After careful examination of the request, Government hereby accord permission for payment of a Special Interest-free Advance to those individuals with continuous and subsisting Contract, Contingent, Part-time Contingent, NMR and Daily Wage Employees, an amount equal to two months wages/remuneration or for the actual period of strike whichever is less, recoverable in equal monthly / not exceeding fourteen (14) installments subject to the following:

(a). The amount of advance shall be calculated duly deducting the amounts towards statutory recoveries such as EPF, ESI etc, wherever applicable for the period and remit the amounts as per the normal procedure.

(b). These employees shall furnish personal guarantee/surety from a Regular Employee within the department/ the same office, who is not going to retire in the next 15 months. Any default in repayment of advance will entail its recovery from the Guaranteer.

(c). The individuals who would like to obtain the advance will have to submit an application in the format, prescribed in annexure to the contracting authority. The contracting Authority shall satisfy himself / herself about all aspects of the matter before authorizing payment of advance to the applicant.

(P.T.O)

(d). The Advance should be recovered in equal monthly installments for the remaining duration of the contract which shall not exceed fourteen months under any circumstance from the remuneration / honorarium / wages / contingencies payable to the individuals. Advance may not be granted if the current period of contract is less than 3 months.

(e). Recovery of the first installment should commence from the month following the drawal of advance.

(f). The Drawing and Disbursing Officer concerned should obtain an undertaking from the individual that the advance/remaining advance will be repaid by him/her in lumpsum in case he /she fails to refund the same under any circumstances. The same will be recovered from the Guaranteer.

(g). The authority that has contracted the service of the functionary is competent to sanction the advance.

3. However, this advance is not admissible to the personnel hired on outsourcing basis through contractors or with subsisting contract of less than three months.

4. The Departments of Secretariat/ Heads of Departments/ Heads of Officers are requested to take necessary action accordingly.

**(BY ORDER AND IN THE NAME OF THE GOVERNOR OF ANDHRA PRADESH)**

**Dr. P.V. RAMESH**  
**PRINCIPAL SECRETARY TO GOVERNMENT(R&E)**

To

All the Secretariat Departments.

The Director of Treasuries and Accounts, A.P., Hyderabad.

The Pay and Accounts Officer, Hyderabad.

The Director of Works Accounts, Andhra Pradesh, Hyderabad

All Heads of Departments/ All District Collectors.

The Prl. A.G., A.P., Hyderabad.

The GA (SW.II) Department.

SF/SCs (C.No.1212/A1/SMPC.II/13)

//FORWARDED::BY ORDER//

SECTION OFFICER

## ANNEXURE

## Application for Special Advance

- a) Name of the Employee :

### b) Type of Employment

(Contract / Contingent / Part-time

Contingent, NMR and Daily Wage) :

c) Last date of validity of current Contract :

2. a) Designation, if any :

b) Department Office location/address :

3. Gross wages / remuneration :

4. EPF (Where ever applicable) :

5. ESI (Where ever applicable) :

6. No. of days for which wage / remuneration  
Not drawn in September and October, 2013  
Due to participation in the strike from  
13.08.2013 to 17.10.2013. :

7. Amount of advance applied for \_\_\_\_\_ :

8. Name of the Surety :

9. Designation/Office of the Surety :

10. Address of the Surety Permanent :

Temporary :

11. Address of the Employee Permanent :

Temporary :

I hereby certify that the above information is correct to the best of my knowledge.

I hereby undertake to repay the entire advance in ..... equal monthly installment. In case my contract is terminated for any reason, the same may be recovered from me through any means the government deems appropriate.

**Signature**

Comments of the Head of the Office:

Approval by the Competent Authority:

Enclosures: Undertaking by the Guaranteer on Stamped Paper duly Notarised.

## Undertaking by the Guranteeer

I .....S/o ..... a resident of ..... in the District of ..... at present employed as a regular..... in the O/o ..... (hereinafter called surety) am held and firmly bound into the Governor of Andhra Pradesh ((hereinafter called “the Government” which expression shall include their successors or assigns or their certain attorney or attorneys) in the sum Rs..... (Rupees ..... only) to be paid to the Government FOR WHICH PAYMENT to be well and truly made I hereby bind myself, my heirs, executors, administrators and legal representative firmly by these presents. As witness, my hand this .....day of.....Two thousand and .....

2. Whereas ..... S/o. .... a resident of ..... in the District of ..... at present employed as a contract..... in the.....(hereinafter called the Borrower) at his own request, been granted by the Government Special Advance of Rs.....only) for .....and where as the Borrower has undertaken to repay the said amount in .....equal monthly..... installments and whereas inconsideration of the Government having agreed to grant the aforesaid advance to the Borrower, the Surety has agreed execute the above bond will such condition as hereunder is written.

3. Now the condition of this obligation is such that if the said Borrower, shall, while engaged in the said ..... duly and regularly pay or cause to be paid to the Government the amount of the aforesaid advance owing to the Government by installments until the said sum of Rs..... (Rupees .....only) shall be duly paid, then this bond shall be void, otherwise the same shall be and remain in full force and virtue. But so nevertheless that if the Borrower shall die or become insolvent or at any time cease to be in the service of the Government, the whole or so much of the said principal sum of Rs..... (Rupees.....only) as shall then remain unpaid shall immediately become due and be recoverable form the Surety in one installment by virtue of this bond.

4. The obligation undertaken by the Surety shall not be discharged or in any way affect by an extension of time or any other indulgence granted by the Government to the said Borrower.

Signed, sealed and delivered by the

Said.....at.....this  
day of .....20.....

(Signature of Surety).....

(Designation).....

(Office to which attached).....

Signed, sealed and delivered by the

Said.....at.....this day  
of .....20.....

(Signature of Borrower).....

(Designation).....

(Office to which attached).....

Signature,

Address

And occupation of the witnesses.

1.

2.